Town of Westford

1999 Annual Report

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ADDENDUM

Inadvertently Article 3 and Article 4 were not printed in their entirety in the 1999 Town Report. Please keep this booklet with your copy of the Town Report for 1999.

TOWN OF WESTFORD

ANNUAL REPORT

For the year ending December 31, 1999

ANNUAL TOWN ELECTION

Tuesday May 4, 1999

ANNUAL TOWN MEETING

Saturday May 8, 1999

Article 3: Compensation Plan Amendment

It was voted that the Town amend the Payclassification Plan for the non-unionized municipal employees, efective July 1, 1999. (Amended to include hourly increases to maximum wages for call firefighters by 3% as presented ny Fire Chief, Richard Rochon

Weight		*0.25*	*0.25*	*0.15*	*0.15*	*0.1*	*0.1*				
Band	Position Title	ED	EX	IA	PS	IR	SU	Band Total	Band Minimum	Band Midrange	Maximum
8	Fire Chief	4	3	5	4	3	4	23	$51,351	$61,336	$71,321
8	Police Chief	4	3	5	4	3	4	23	$51,351	$61,336	$71,321
7	Finance Director	4	2	3	3	4	3	19	$47,111	$56,272	$65,432
6	Asst. Town Manager	4	2	4	3	4	3	20	$43,221	$51,625	$60,029
6	Director Human Resources	4	2	4	3	4	3	20	$43,221	$51,625	$60,029
5	Library Director	5	4	4	4	3	4	24	$39,653	$47,363	$55,073
5	Director Land Use	5	2	3	4	4	3	21	$39,653	$47,363	$55,073
5	Water Superintendent	4	3	4	4	3	4	22	$39,653	$47,363	$55,073
5	Highway Superintendent	2	3	4	4	3	4	20	$39,653	$47,363	$55,073
5	Town Engineer	4	2	3	4	3	2	18	$39,653	$47,363	$55,073
5	Town Accountant	4	2	3	3	3	3	18	$39,653	$47,363	$55,073
5	Principal Assessor	4	1	3	4	3	3	18	$39,653	$47,363	$55,073
4	Building Commissioner	2	2	3	3	3	3	16	$35,404	$42,288	$49,172
4	Conservation Coordinator	4	2	3	3	3	3	18	$35,404	$42,288	$49,172
4	Tax Collector	4	2	3	3	3	3	18	$35,404	$42,288	$49,172
4	Director Environmental Svcs.	4	2	3	4	3	3	19	$35,404	$42,288	$49,172
4	Director Health Care Svcs.	4	2	3	4	3	3	19	$35,404	$42,288	$49,172
4	Asst. Library Director	5	3	3	3	2	2	18	$35,404	$42,288	$49,172
4	Director Elder Services	4	2	4	3	3	3	19	$35,404	$42,288	$49,172
4	Community Center Director	4	2	4	4	3	3	20	$35,404	$42,288	$49,172
3	Recreation Coordinator	4	1	4	2	3	3	17	$31,611	$37,757	$43,904
3	Town Clerk	3	1	3	3	3	3	16	$31,611	$37,757	$43,904
3	Senior Librarian	5	2	3	2	2	2	16	$31,611	$37,757	$43,904
3	Systems/Automation Mgr., Library	5	3	3	3	2	2	18	$31,611	$37,757	$43,904
3	Substance Abuse Svcs. Coord.	3	3	3	4	3	2	18	$31,611	$37,757	$43,904
3	Administrative Assessor	3	2	3	3	2	2	15	$31,611	$37,757	$43,904
3	Asst. Building Commissioner	2	2	3	3	2	2	14	$31,611	$37,757	$43,904
2	Asst. Town Accountant	3	2	2	2	3	1	13	$28,224	$33,172	$39,200
2	Office Manager, Water Dept.	2	2	3	2	3	2	14	$28,224	$33,172	$39,200
2	Office Manager, Fire Dept.	2	2	3	2	3	2	14	$28,224	$33,172	$39,200
2	Office Manager, Police Dept.	2	2	3	2	3	2	14	$28,224	$33,172	$39,200
2	Office Manager, Plan/Permit	2	2	3	2	3	2	14	$28,224	$33,172	$39,200
2	Office Manager, Highway Dept.	2	2	3	2	3	2	14	$28,224	$33,172	$39,200
1	Animal Control Officer	2	1	3	1	2	3	12	$25,200	$30,100	$35,000
1	Admin. Secretary to Town Mgr.	2	2	2	1	2	1	10	$25,200	$30,100	$35,000
1	Health Agent Technician	2	2	2	2	2	1	11	$25,200	$30,100	$35,000
1	Cons	2	2	2	2	2	1	11	$25,200	$30,100	$35,000
1	GIS Coordinator	2	2	2	2	2	1	11	$25,200	$30,100	$35,000
1	Planner 1	2	2	2	2	2	1	11	$25,200	$30,100	$35,000
1	Computer Technician	1	1	2	2	2	1	9	$25,200	$30,100	$35,000

Hourly Classifications*	Min	Max
Call Firefighters	13.31	14.12
Ambulance Attendants	13.31	14.12
Call Fire Lieutenants	13.71	14.55
Call Fire Captains	14.21	14.98
Call Deputy Fire Chief	14.54	15.43
COA Van Coordinator	10.00	12.00
COA Van Drivers	8.00	7.25
Senior Library Page	6.50	7.25
Library Page	5.25	6.25

*further hourly wages for temporary or seasonal employees will be comparable to but not greater than the wage rate provided to employees covered by contractural agreements.

Legend
EX = Experience
ED = Education
IA = Independent Action
IR = Interrelationships
SU = Supervision
NA = Not applicable at this time

OPERATIONAL BUDGET

ARTICLE 4: Fiscal Year 2000 Town Budget/Town Manager
It was voted the Town raise and appropriate the sums necessary for the Operation and Maintenance of Town Departments for the fiscal year July 1, 1999 through June 30, 2000, and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards, and Committees.

HOLD ON ACCT NO. 1231
Motion to Amend - second - Amended to say that if the higher figure passes, the new town manager will have input as to who is hired as the assistant town manager. Amendment allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 210
HOLD ON ACCT NO. 220
Motion to postpone voting on the two above accounts until after voting on Article 17 - second, Motion allowed by majority vote, not unanimous.

Motion to amend - second - To change the figure in account 2201 to read $1,412,962.00, as presented Jeanne Drula, Finance Committee. (Difference of $38,432.00) Motion to appropriate funds from free cash allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 2411
Motion to amend - second - To change the figure to read as presented by Jeanne Drula, Finance Committee. Not approved

Motion to postpone voting on this account until after voting on Article 17 - second, Motion allowed by majority vote, not unanimous.

HOLD ON ACCT NO. 4214
Motion to Amend - second - To change the figure to read $916,484.00 as presented by Madonna McKenzie, Interim Town Manager. Motion allowed my majority vote, not unanimous.

(majority vote required)
Motion allowed by majority vote

Town of Westford
Fiscal Year 2000 Municipal Budget

ACCT NO	ACCOUNT NAME	ADOPTED 05/08/99 45,663,534.00
122	Selectmen	
1221	Personal Services	0.00
1224	Expenses	24,600.00
	SUBTOTAL	24,600.00
123	Town Manager	
1231	Personal Services	187,291.00
1234	Expenses	7,160.00
1238	Capital	0.00
	SUBTOTAL	194,451.00
131	Finance Committee	
1311	Personal Services	0.00
1314	Expenses	8,000.00
1314	Reserve Fund	92,000.00
	SUBTOTAL	100,000.00
132	Finance Department	
1321	Personal Services	91,323.00
1324	Expenses	1,029.00
1324	Audit	14,500.00
	SUBTOTAL	106,852.00
133	Town Accountant	
1331	Personal Services	96,878.00
1334	Expenses	7,870.00
1334	Capital	0.00
	SUBTOTAL	104,748.00
141	Board of Assessors	
1411	Personal Services	146,164.00
1414	Expenses	46,650.00
1418	Capital	0.00
	SUBTOTAL	192,814.00
145	Tax Collector	
1451	Personal Services	83,535.00
1454	Expenses	56,600.00
1458	Capital	0.00
	SUBTOTAL	140,135.00
151	Town Counsel	

1511	Personal Services	0.00
1514	Expenses	68,000.00
1518	Capital	0.00
	SUBTOTAL	68,000.00
152	Human Resource	
1521	Personal Services	78,777.00
1524	Expenses	114,550.00
1528	Capital	0.00
	SUBTOTAL	193,327.00
153	Centrex Phone System	
1531	Personal Services	0.00
1534	Expenses	26,000.00
1538	Capital	0.00
	SUBTOTAL	26,000.00
155	Technology	
1551	Personal Services	26,000.00
1554	Expenses	106,000.00
1558	Capital	15,000.00
	SUBTOTAL	147,000.00
161	Town Clerk	
1611	Personal Services	87,924.00
1614	Expenses	17,545.00
1618	Capital	34,000.00
	SUBTOTAL	139,469.00
171	Conservation Commission	
1711	Personal Services	69,750.00
1714	Expenses	8,610.00
1718	Capital	0.00
	SUBTOTAL	78,360.00
174	Planning Board	
1741	Personal Services	64,519.00
1744	Expenses	31,950.00
1748	Capital	0.00
	SUBTOTAL	96,469.00
176	Zoning Board of Appeals	
1761	Personal Services	0.00
1764	Expenses	5,000.00
1768	Capital	0.00
	SUBTOTAL	5,000.00
181	Dev & Industrial Com	
1811	Personal Services	0.00
1814	Expenses	0.00
1818	Capital	0.00

	SUBTOTAL	0.00
184	CATV	
1841	Personal Services	0.00
1844	Expenses	100.00
1848	Capital	0.00
	SUBTOTAL	100.00
189	GIS	
1891	Personal Services	35,000.00
1894	Expenses	0.00
1898	Capital	0.00
	SUBTOTAL	35,000.00
192	Town Hall Maintenance	
1921	Personal Services	11,404.00
1924	Expenses	67,550.00
1928	Capital	24,000.00
	SUBTOTAL	102,954.00
193	Police / Fire Complex	
1931	Personal Services	0.00
1934	Expenses	23,970.00
1938	Capital	0.00
	SUBTOTAL	23,970.00
TOTAL GENERAL GOVERNMENT		**1,779,249.00**
210	Police Department	
2101	Personal Services	2,467,411.00
2104	Expenses	171,080.00
2108	Capital	133,148.00
2131	(Offset)	(169,676.00)
	SUBTOTAL	2,601,963.00
220	Fire Department	
2201	Personal Services	1,412,962.00
2204	Expenses	68,938.00
2208	Capital	225,000.00
	SUBTOTAL	1,706,900.00
241	Building Department	
2411	Personal Services	155,513.00
2414	Expenses	13,800.00
2418	Capital	10,000.00
	SUBTOTAL	179,313.00
244	Sealer Weights / Measure	
2441	Personal Services	0.00
2444	Expenses	400.00
2448	Capital	0.00

	SUBTOTAL	400.00
291	Emergency Management	
2911	Personal Services	0.00
2914	Expenses	7,000.00
2918	Capital	0.00
	SUBTOTAL	7,000.00
292	Animal Control	
2921	Personal Services	45,911.00
2924	Expenses	10,065.00
2921	Offset	(30,200.00)
2928	Capital	1,000.00
	SUBTOTAL	26,776.00
293	By-Law Enforcement	
2931	Personal Services	6,921.00
2934	Expenses	0.00
2938	Capital	0.00
	SUBTOTAL	6,921.00
294	Tree Warden	
2941	Personal Services	2,000.00
2944	Expenses	39,500.00
2948	Capital	0.00
	SUBTOTAL	41,500.00
TOTAL PUBLIC SAFETY		**4,570,773.00**
305	Westford Public School	
3051	Personal Services	0.00
3054	Expenses	0.00
3058	Capital	0.00
	SUBTOTAL	23,460,510.00
310	Nashoba Tech Assmt	
3101	Personal Services	0.00
3104	Expenses	601,017.00
3108	Capital	0.00
	SUBTOTAL	601,017.00
TOTAL EDUCATION		**24,061,527.00**
411	Town Engineer	
4111	Personal Services	0.00
4114	Expenses	0.00
4118	Capital	0.00
	SUBTOTAL	0.00
421	Highway Department	
4211	Personal Services	1,024,681.00

4214	Expenses	916,484.00
4218	Capital	191,000.00
	SUBTOTAL	2,132,165.00
431	Solid Waste / Recycle	
4311	Personal Services	0.00
4314	Expenses	1,274,400.00
4318	Capital	0.00
4314	Offset / Revolving	(10,875.00)
	SUBTOTAL	1,263,525.00
440	Ground Maintenance	
4401	Personal Services	0.00
4404	Expenses	0.00
4408	Capital	0.00
	SUBTOTAL	0.00
491	Cemetery Department	
4911	Personal Services	0.00
4914	Expenses	19,045.00
4918	Capital	38,500.00
	SUBTOTAL	57,545.00
TOTAL PUBLIC WORKS		**3,453,235.00**
510	Board of Health - Envir	
5101	Personal Services	112,653.00
5104	Expenses	23,500.00
5108	Capital	0.00
	SUBTOTAL	136,153.00
519	Animal Inspections	
5191	Personal Services	3,060.00
5194	Expenses	0.00
5194	Offset / Revolving	0.00
5198	Capital	0.00
	SUBTOTAL	3,060.00
523	Board of Health - Public	
5231	Personal Services	46,392.00
5234	Expenses	22,077.00
5238	Capital	4,000.00
	SUBTOTAL	72,469.00
540	Senior Center	
5401	Personal Services	14,285.00
5404	Expenses	48,171.00
5408	Capital	40,000.00
	SUBTOTAL	102,456.00
541	Council on Aging	

5411	Personal Services	73,446.00
5414	Expenses	38,051.00
5418	Capital	0.00
	SUBTOTAL	111,497.00
542	Veterans Services	
5421	Personal Services	0.00
5424	Expenses	10,000.00
5428	Capital	0.00
	SUBTOTAL	10,000.00
TOTAL HEALTH & HUMAN SERVICES		**435,635.00**
610	Library	
6101	Personal Services	626,474.00
6104	Expenses	244,339.00
6108	Capital	30,000.00
	SUBTOTAL	900,813.00
630	Recreation Department	
6301	Personal Services	62,823.00
6304	Expenses	63,584.00
6308	Capital	25,000.00
	(Offset / Revolving)	(49,260.00)
	SUBTOTAL	102,147.00
670	Museum	
6701	Personal Services	0.00
6704	Expenses	15,500.00
6708	Capital	15,000.00
	SUBTOTAL	30,500.00
673	Community Center	
6731	Personal Services	79,715.00
6734	Expenses	0.00
6738	Capital	20,000.00
6731	Offset	(55,000.00)
	SUBTOTAL	44,715.00
692	Memorial Day Celeb.	
6921	Personal Services	0.00
6924	Expenses	2,500.00
6928	Capital	0.00
	SUBTOTAL	2,500.00
TOTAL CULTRL & RECREATION		**1,080,675.00**
910	Det Service	
9100	Principal & Interest	5,909,900.00
	SUBTOTAL	5,909,900.00

TOTAL DEBT SERVICE		**5,909,900.00**
911	Unclassified	
9114	Pension Assessment	910,678.00
9114	Unemployment Insur.	16,000.00
9114	Group Health Insur.	1,221,250.00
9114	Medicare Contribution	187,200.00
9114	Accumulated Sick Time	20,000.00
9114	Senior Tax Rebate	15,000.00
9114	Comprehensive Insur.	237,650.00
9114	Compensation Reserve	0.00
9114	Water Indirect Cost	(135,238.00)
	SUBTOTAL	2,472,540.00
TOTAL UNCLASSIFIED		**2,472,540.00**
452	Water Enterprise	
4521	Personal Services	497,440.00
4524	Expenses	792,538.00
4528	Capital	610,022.00
	SUBTOTAL	1,900,000.00
TOTAL WATER ENTERPRISE		**1,900,000.00**
	TOTAL GENERAL FUND	**43,763,534.00**
	TOTAL WATER FUND	**1,900,000.00**
	TOTAL BUDGETS	**45,663,534.00**

Cover Photograph:
Courtesy of Mary E. Smith

The Abbot Worsted Company along Pleasant St in the Forge Village section of Westford. This photograph was taken in the early 1920's. The Abbot Worsted Company, already operating in Graniteville, expanded its location to Forge Village with the completion of this building in 1887.